

**Outer Banks History Center
Archives - Basic Program Project #RB-50074-09
Interim Narrative Report**

Objectives of the Project

1. Identify enhanced descriptive framework that will be applied to records processed as part of this grant and train two staff on these.
2. Prepare collection-level MARC records to describe approximately 50% the 150 cubic feet backlog of unprocessed archival material and make these descriptions available through a bibliographic utility.
3. Prepare 26 EAD finding aids to describe all previously processed manuscript collections and make them available through the Outer Banks History Center (OBHC) Web site and ArchiveGrid.
4. Develop one online exhibit based on the collections described in the proposal.
5. Promote knowledge of the project's progress by posting the interim narrative and other relevant reports and updates on the Outer Banks History Center Web site.
6. Promote the use of the collections through an announcement on the Outer Banks History Center Archives Web site, at least two presentations made to local community organizations, professional groups, or schools, and messages posted to at least three listservs.

Project activities scheduled to take place during reporting period.

- Distribute press releases about the project state-wide; advertise on the OBHC and Department of Cultural Resources Web sites.
- Hire the project archivist.
- Set up office and purchase archival supplies.
- Orientation and training of project archivist.
- Implement financial tracking, purchasing and budgetary procedures.
- Define roles and procedures for review and submission of finding aids by the project archivist to OBHC staff, and on to State Archives personnel for uploading to the agency Web site.
- Project archivist develops EAD finding aids for 26 previously processed "legacy" manuscript collections.
- Curator and assistant curator prioritize archival processing goals, creating a queue of unprocessed collections to receive attention.
- Project archivist begins archival appraisal, arrangement and description, and housing of unprocessed collections with a goal of processing approximately half of the 75 cu. feet.

Summary of project activities during reporting period. (Is project proceeding on schedule? Is there a need to revise budget, staffing or work plan?)

All project activities scheduled for the reporting period have been completed and some objectives exceeded. Below is a list of the collections addressed, and their stage in our process. Legacy collections requiring EAD finding aids are listed first, and unprocessed collections are listed second.

At this point, we feel the project is proceeding extremely well. Because of her familiarity with the center's collections, Ms. Grimm was able to create EAD finding aids for all of the legacy finding aids quickly and has completed archival processing on more than half of the cubic footage required of unprocessed collections.

Regarding promotion: Our parent agency, the North Carolina Department of Cultural Resources (DCR), announced the awarding of this grant across all media outlets statewide and it continues to be announced on DCR and Outer

Banks History Center Web sites. Towards the end of the project when all the finding aids are uploaded, we will make another statewide announcement including to numerous archival listservs, summarizing the accomplishments of the project. In the interim, the center has recently created a Facebook page and will place postings via that mode to our engaged audience as new finding aids are uploaded by our agency webmaster. As required, we will post this interim report on our Web site.

Re: an online exhibit: Ms. Grimm and the curator have identified several collections that lend themselves well to online exhibits.

Regarding the budget: Because of 1) intra-agency training and on-the-job training resources, 2) decreased costs of providing needed computer capabilities, and 3) a threefold increase in the archival housing supplies needed to keep pace with the detailed work of the project archivist, we anticipate requesting budget reallocations regarding our agency matching costs. Details will be discussed with the NHPRC program manager. The primary goals of the project and the work plan remain unchanged.

Record of accomplishments (Analyze in detail the goals met during reporting period, and any not reached. Any finding aids completed or work pending)

Legacy Collections

MSS Number	Collection Name	Stage the EAD is in	Who is the EAD with?
33MSS-7	David Stick Hurricane Research Materials	completed	Raleigh
33MSS-8	USLSS Wreck Reports	final review by OBHC staff	Stuart
33MSS-11	Logbooks Chief Signal Officer/U.S. Army Signal Corps	completed	Raleigh
33MSS-13	Wright Memorial Bridge Co.	completed	Raleigh
33MSS-20	Dare Beaches and Water Authority Study Group	completed	Raleigh
33MSS-22	Outer Banks Chamber of Commerce	final review by OBHC staff	Sarah
33MSS-24	WNHW News Stories	completed	Raleigh
33MSS-26	Nags Head Hotel Company Account and Daybooks	final review by OBHC staff	Sarah
33MSS-27	Civil War Era Manuscripts	final review by OBHC staff	Sarah
33MSS-28	C. W. Hollowell Papers	final review by OBHC staff	Sarah
33MSS-29	Abstracts Columbus Co., NC Court Minutes	completed	Raleigh
33MSS-30	Columbus County, NC Deed Abstracts	completed	Raleigh
33MSS-31	Robeson County, NC Deed Abstracts	completed	Raleigh
33MSS-32	US Census of Columbus Co.	completed	Raleigh
33MSS-33	Abstracts of Court Minutes Columbus County	completed	Raleigh
33MSS-34	Abstracts of Wills Columbus Co.	completed	Raleigh
33MSS-36	Aycock Brown Papers	final review by OBHC staff	KaeLi
33MSS-37	Matlock Scripts	completed	Raleigh
33MSS-38	1974 Request to Dredge/Fill Areas of Causeway	final review by OBHC staff	Stuart
33MSS-40	Robbie Fern Papers	final review by OBHC staff	KaeLi
33MSS-44	Ledgers and Daybooks of Drs. Frank Gates & Johnson	final review by OBHC staff	Stuart
33MSS-48	Fessenden National Memorial Papers	final review by OBHC staff	KaeLi
33MSS-49	David Howe Lawrence Papers	final review by OBHC staff	KaeLi
33MSS-53	Manteo Rotary Club	final review by OBHC staff	KaeLi
33MSS-55	Civil War Letters	final review by OBHC staff	Sarah
33MSS-57	Articles on Outer Banks English	final review by OBHC staff	KaeLi/Sarah

Collections, processing complete		
MSS	Collection Name	Stage EAD is in
Number		
33MSS-	Lt. Harold L. Graham Papers	final review by OBHC staff
33MSS-	Baum Family Materials	final review by OBHC staff
33MSS-	Midyett-Mann Family Papers	final review by OBHC staff
33MSS-	Dough Family Materials	final review by OBHC staff
33MSS-69	Education Materials	final review by OBHC staff
33MSS-70	Elizabethan Gardens Papers	final review by OBHC staff
33MSS-71	Charles B. Wade, Jr. Papers	final review by OBHC staff
33MSS-73	Maud Hayes Stick Papers	final review by OBHC staff
33MSS-74	Beatrice McArthur Collection	final review by OBHC staff
33MSS-75	Sara Shriner Papers	final review by OBHC staff
33MSS-76	Washington F. Baum Papers	final review by OBHC staff
33MSS-77	Creef Family Papers	final review by OBHC staff
33MSS-78	Research Materials	final review by OBHC staff
33MSS-79	Andrew S. Austin Materials	final review by OBHC staff
33MSS-80	Brockie Daniels Papers	in progress
33MSS-81	Rogers/Shannon Family Papers	final review by OBHC staff
33MSS-82	Louise Hartwell Miller Meekins	final review by OBHC staff
33MSS-83	Alvah Ward, Jr. Papers	final review by OBHC staff
33MSS-84	Whalehead Preservation Trust	completed
33MSS-85	Jennette Lighthouse Service Files	final review by OBHC staff
33MSS-86	People's Ice and Storage Co.	final review by OBHC staff
33MSS-87	Roanoke Island Camps	final review by OBHC staff
33MSS-88	Primitive Baptist Church Papers	final review by OBHC staff
33MSS-89	Frank Stick Papers	final review by OBHC staff
33MSS-90	Episcopal Church	final review by OBHC staff
33MSS-91	Woods Country Club	final review by OBHC staff
33MSS-92	Gardeners Papers	final review by OBHC staff
33MSS-93	Miller Family Genealogy	final review by OBHC staff
33MSS-94	Women Voters	completed
33MSS-95	C.D. Mann Store Papers	final review by OBHC staff
33MSS-96	Harbor Newspaper Clippings	final review by OBHC staff
33MSS-97	A. H. Watkins Papers	final review by OBHC staff
33MSS-98	Outer Banks Forum	final review by OBHC staff

Project Director's assessment of project *(Were original goals realistic? Were there unexpected problems? How were they solved, or how to be avoided in future? Has the project led to unexpected benefits? What were they? Are you satisfied with the results of the project?)*

The project got off to a running start due to the auspicious opportunity to hire a former Outer Banks History Center employee, Kelly Grimm, as the project archivist. She had left two years prior to seek a master degree in history (with public history specialization) and graduated in May, 2009. Her familiarity with our collections, operations, research clientele, and local history meant that little time was spent orienting her to the tasks at hand. She has tackled the project with zeal and commitment. For example, most of the unprocessed collections are being arranged and described to the folder level (as opposed to only the series level) yet she is still ahead of cubic footage goals.

The collaborative team approach regarding development of EAD finding aids is working very well. Previously, each archivist and archival assistant was expected to conduct collection processing and develop EAD finding aids. Our team approach is far more realistic, having each employee specialize and provide supporting steps in our process. Since the assistant curator serves as our cataloger, creating bibliographic records for all OBHC acquisitions

whether primary or secondary, it is working well for her to determine subject headings. The curator performs final review of the finding aids to assure quality control. Another staff member has become our EAD specialist, having trained the project archivist in EAD procedures, and interfaces with our agency webmaster to refine and submit completed finding aids.

Overall, we are very pleased with the results of this project to date. As a small organization, this grant has allowed us to accomplish in just a few months what otherwise would have taken years to accomplish. Our small staff is spread thin with reference, image fulfillment, gallery exhibits, outreach and other collection management tasks. By having one person devoted solely to processing collections and creating EAD finding aids, we are able to vastly improve access to previously inaccessible holdings.

Our biggest challenge regarding this project is our dependency on limited staff within our agency to perform webmaster functions. There are a number of other groups of archivists within our organization who are completing finding aids en masse so there are long delays in the time it takes for files to be uploaded to our Web site. Similarly, we are dependent upon a large agency IT department to address functional issues regarding Web site performance.

Discuss the Project's impact on the Outer Banks History Center and our parent agency. Mention any publicity or interest generated as a result of the project – any speaking engagements or professional development as a result? Indicate how assistance by the Commission or State Historical Records Advisory Boards were acknowledged. Include any press or media coverage.

There are a number of cases already of people discovering the Outer Banks History Center, and specific holdings of value to their research, as a result of finding aids mounted on our Web site. A number of researchers have made research trips to our facility for this purpose. That speaks directly and pointedly to the value of this project.

This grant's progress will be shared at the next State Historical Records Advisory Board board meeting on March 15."

As stated above, our Department of Cultural Resources (DCR), announced the awarding of this grant across all of North Carolina and mention of the project remains as a static announcement on DCR and Outer Banks History Center Web sites. We will drive additional listserv and media coverage as the project proceeds.